



Student ICT Acceptable Use Policy

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Introduction

To ensure the safe and effective use of technology at SJI International, students are expected to follow the requirements of this policy at all times.

This policy covers the following uses of ICT by students:

- Any personal device (laptop, tablet, handphone etc.) in school or during a school-organised activity/event/trip.
- School devices. These include, but are not limited to: laptop and desktop computers, tablet/mobile devices and peripherals (printers, scanners etc.).
- School-provided or managed resources, both within and outside of school (e.g. email, Google Apps, online learning platforms etc.).

The digital world in which we live is constantly changing and, as such, any policy related to this can quickly become outdated. It is expected that students will demonstrate a level of maturity regarding the evolution of technology and apply the principles of this policy to any new technologies and ICT systems.

Students should be mindful that the digital world is an extension of the real world in which we live. SJI International works to enable students *to become Lasallian people for others*, and is *a school where community and respect are important and valued*. These core parts of our school's mission and values should be upheld in all of our actions, including within the digital world.

The use of ICT involves a three-way partnership amongst the school, students, and their parents. Whilst this policy covers expectations and requirements relating to the educational use of ICT, students should adopt similar standards in their personal use of technology outside of school, and discuss any concerns or issues with their parents.

Use of devices and school systems

Students must remember at all times that staff allow and regulate the use of all devices at school. Technology may be used only as instructed by staff, and should not be used unless permission has been granted.

Students must observe the following points in their use of ICT, which relate to respect for others and the facilities offered by the school, and include the use of personal mobile networks to access the Internet within the school site:

- The school's Academic Integrity policy must be adhered to at all times. Technology should be used to aid students' learning, but must not be used to gain unfair advantage through any form of cheating or unauthorised copying of material. Please refer to the school's Academic Integrity Policy for details.
- Individuals have a right to decide what personal information is shared. Images of staff and students may not be recorded or used without the expressed permission of the individuals involved. Images taken within school or during school activities must not be shared or published by students.

- Special attention should be taken regarding the copyright of materials to ensure that any use is lawful and properly acknowledges the copyright owner. Permission should be sought before editing or sharing media created by others, or relating to other students. This includes, but is not limited to, videos, pictures, private messages, and other works. If students are unsure, they should ask before using or publishing any materials. No attempt must be made to improperly access, copy or edit the work of others.
- Students must not create, distribute or share any material or comments that could cause offense or be upsetting to others, or that could be considered unlawful in Singapore. In determining appropriate use, students should consider whether they would be happy for their teachers and parents to view these materials/comments. Any inappropriate use of social media or incidents of cyberbullying that impact on another member of the SJI International community, whether carried out in school or not, will be investigated and resolved following the school's Behaviour for Learning policy.
- Students have a duty to report immediately to a member of staff any inappropriate or unpleasant material, or any concerns about their own or other students' use of technology.
- Students are expected to be respectful and responsible at all times when communicating with others. Good email etiquette, including proper salutations and appropriate 'please' and 'thank you' should always be used. Strong, aggressive or inappropriate language will be treated in the same manner as if it were used in person. All emails or school-approved alternatives (see appendix A) should ideally be sent during reasonable working hours (ie. no later than 5pm during weekdays, and avoiding weekends and holidays). If appropriate, 'Schedule Send' should be used outside of these hours.
- Students' online safety is paramount. Internet filtering and monitoring help to protect students, and school IT systems. Filtering and monitoring systems are in place to help protect students from accessing and posting inappropriate materials and students must respect these systems at all times. No attempt must be made to access inappropriate or blocked material, or to bypass school systems. If a student requires access to resources that have been blocked, they should approach their teacher for advice.
- The use of ICT for non-educational gaming, gambling, video/audio streaming or downloading, and file sharing is not permitted.
- Students must ensure that they maintain the security of their online accounts through the use of effective passwords. Passwords should be sufficiently strong and must not be shared or kept in unsecured places. Default passwords should be changed immediately and all passwords should be changed at regular intervals.
- If students notice any suspicious activity on their online accounts this must be reported immediately to a member of staff.
- Students are reminded that they are responsible for all materials within their accounts. Logging into accounts on shared devices should be done using 'private/incognito' browsing modes that do not store password information.

Care of devices

Students have a responsibility to keep their belongings safe and secure at all times. To ensure that student-owned devices are sufficiently protected and are useable when required, the following steps should be taken:

- Devices should be transported in a protective case. This could include a sleeve, laptop case, or appropriate backpack. Attention should be paid to ensuring that devices are protected from the rain.
- Students are issued a locker in order to ensure their device is safe when not attended.
- When moving around a busy school site, accidents can happen; students should take care in their handling and placement of devices in the classroom and when moving around school to minimise the risk of damage. In addition, parents are encouraged to insure devices against accidental damage.
- Students are expected to fully charge their devices at home every evening, and to take steps to ensure that there is sufficient battery life for the full school day. Students are generally discouraged from using their laptops during break/lunch; if used during these times, it should be for school work and students must consider the impact that this will have on the battery life of their device. Limited facilities are available for students to charge devices at school and cannot be relied upon. Students should not expect to be able to charge their devices during lessons.
- Antivirus software should be installed and kept updated, this protects both the user and the school network from malicious material that could compromise the safety of users. Caution should be exercised before downloading programs or opening files from untrusted sources. Operating systems, security features and software should also be kept updated. If in doubt, students should seek advice from the IT Support Team.

Staying safe

Keeping our community safe is a collective responsibility. However, individuals have the responsibility to exercise caution and be aware of the potential dangers online.

Understanding that it is impossible to fully delete and remove information once it is published online.

- Students should take care to not disclose personal information and follow all laws regarding the sharing and distributing of information including but not limited to, sensitive images and videos.
- Arranging a face-to-face meeting with someone that you have met online should only be done with the full support of your parents or guardian.

Maintaining standards

Students should be aware that failure to comply with the expectations outlined in this document could jeopardise their use of ICT facilities and will follow an investigation with the outcomes determined by our school's Behaviour for Learning Policy.

Devices used in the classroom without permission may be confiscated and sent to the Pastoral Office and persistent misuse of devices or systems may result in students losing the right to bring mobile devices to school and the removal of access to resources. The school may require students to provide access to any device or account used by them, where there are concerns over inappropriate use in school or involving members of the school community.

By using any ICT device in school, accessing IT systems related to school, or involving other members of the school community in electronic communications, students agree to abide by the standards and expectations summarised in this policy.

Appendix A - School-approved communication methods

The following methods all require use a SJII Google account (sji-international.com.sg)

- Gmail
- Google Chat (including Spaces)
- Google Suite comments
- Google Calendar invites
- SEQTA
- Teamie
- ManageBac